

**The Kentucky Board of Licensure for
Marriage and Family Therapists**
February 16, 2012
Minutes

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GENERAL BOARD MEETING – February 16, 2012

The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on February, 2012.

Board Members Present:

Ms. Stephanie Head
Dr. Tom Robbins
Mr. Tony Watkins
Ms. Jane Prouty
Ms. Carolyn Miller-Cooper
Ms. Sandy Miller, Chair
Dr. Richard Harmon

Occupations and Professions:

Marcia Egbert, Board Administrator
Jeremy Horton, Deputy Executive Director
Debra Day, Administrative Section Supervisor

Office of the Attorney General:

Angela Evans

Guest

John Steffen, Ex. Branch Ethics Commission

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Call to Order: Chair Sandra Miller called the meeting to order at 10:01 a.m.

Ethics Training: John Steffen from the Executive Branch Ethics Commission presented the training, "Ethical Guidelines for Members of Executive Branch Boards and Commissions." Discussion followed.

Minutes: The Board reviewed minutes from January 26, 2012. Tony Watkins made a motion to accept the minutes as presented. Stephanie Head seconded the motion. The motion passed.

Board Monthly Financial Report:

The Board Monthly Financial Report for July 1, 2011 through January 26, 2012 was presented to the Board for review. Tony Watkins made a motion to accept the Financial Report. Tom Robbins seconded the motion. The motion passed.

Report from O & P:

Deputy Executive Director Jeremy Horton introduced Debra Day, Administrative Section Supervisor.

Stephanie Head brought up a problem that the Complaint Committee is having with the signed cards from certified mail not getting returned to the Board Office from the Post Office. She stated that when a complaint is sent registered mail, there have been numerous times that the signed cards are not returned and this could become problematic if the complaint was to go to a hearing. She asked if O & P could help the Board with a tracking system that would help eliminate this problem. Discussion followed. Tony Watkins made a motion that whenever there is correspondence being sent out in

regard to a complaint, that Marcia Egbert tracks the correspondence for three weeks. If she has not received the signed card back at the end of three weeks, Ms. Egbert is to verify the address and resend. Discussion followed. Mr. Watkins amended his motion to include that Ms. Egbert send all complaint mail by either Fed X or UPS so that we have a tracking mechanism. Stephanie Head seconded the motion. The motion passed.

Old Business

Forms and Regulations: Ms. Evans stated that the sub-committee at LRC met and approved the regulations and forms with a few amendments. Ms. Evans reported that the changes should take effect around the first of April.

Sandra Miller's response to an e-mail from Marcia Malone Bell regarding her question on Letters of Admonishment was reviewed. No further action required.

Board Administrator Marcia Egbert asked the Board to clarify the amount of licensure fees to refund to LaToya Vaughn. The Board instructed Ms. Egbert to refund Ms. Vaughn \$75.00. No further action was taken.

Ms. Egbert also asked the Board for clarification on the procedure of background checks that the Board discussed at the Work Session held in December while Ms. Egbert was out on Medical Leave. Tony Watkins, Board Chair at the time of the work session, stated that he would prepare the notes from the Work Session and send them to the Board Chair for review and then out to the full Board. He felt the notes would explain what took place at the Work Session and clear up several questions. Board Chair Sandra Miller agreed to Mr. Watkins' request.

New Business

The Board discussed the appeal for the denied MFT Associates license of Troyann Gentile regarding the use of SKYPE being used as face-to-face supervision and also a letter from her Supervisor supporting the use of SKYPE. Tony Watkins made a motion that we not accept the application pursuant to 201 KAR 32:035 Section 3 (c) (d) and Section 4. Tom Robbins seconded the motion. The motion carried.

The Board reviewed a letter from the Department of Counseling and Student Affairs at WKU in regard to current legislation proposed by the Kentucky Board of Certification of Alcohol and Drug Counselors (CADC) to pursue licensure. No further action was taken.

Several problems have arisen in regard to the dates that Board and AAMFT Supervisors are required to submit proof of their required training on. One of the problems involves licensees that are receiving supervision from Board Approved Supervisors that renew in January. The Board agreed that we need to make some changes on the requirements and dates. Jane Prouty stated that the Board needs to identify a regular consistent registration period for all supervisors who are renewing their status as supervisor. She suggested that there be an open window for re-registering for the status of Board and AAMFT Approved Supervisors. Her suggestion was to make that window from November 1 to December 1 of each year. This will register the supervisor as a Board or AAMFT Approved Supervisor for the next calendar year. Those that are initiating their Board or AAMFT Approved Supervisor status may register at any time during the calendar year which then provides Board or AAMFT approved status for the remainder of the applying year and the following year. They would then re-register at the open window every year thereafter. Tony Watkins made a motion to clarify the wording for Board and AAMFT Supervisor registration and annual re-registration and send

a letter to all of the Board and AAMFT approved supervisors explaining the new process. Tom Robbins seconded the motion. Mr. Watkins will write the letter and send it to the Chair for review. If agreed upon, Ms Egbert will send the letter out to all Board and AAMFT supervisors.

Tony Watkins brought up the problem of trying to review all the applications, complaints, CEU's, etc. on the morning of the Board Meeting. It consistently makes the start time of the meeting later than posted each month. Mr. Watkins made a motion to have the Complaint Committee meet on a separate day, as needed, to review complaints, which will open up the Complaint Committee members to help with the applications, CEU's, etc. the morning of the meeting. Tom Robbins seconded the motion. The motion carried.

Complaints/Other Legal Matters

Stephanie Head made a motion for the Board to go into closed session at 11:04 a.m. Tom Robbins seconded the motion. Motion passed. Carolyn Miller-Cooper made a motion to come out of closed session at 11:35 am. Tony Watkins seconded the motion. Motion passed.

- a. 2009-05 - Ongoing
- b. 2011-007 - Ongoing
- c. 2011-08 – Stephanie Head made a motion to file a formal complaint on Complaint #2011-08. Tom Robbins seconded the motion. The motion carried. Angela Evans will prepare the formal complaint.
- d. 2011-09 – Stephanie Head made a motion to dismiss this complaint due to it being a civil issue and not a Board issue. Tony Watkins seconded the motion. The motion passed.
- e. 2011-10 - Stephanie Head made a motion to file a formal complaint on Complaint #2011-10. Tom Robbins seconded the motion. The motion passed.

Application Review:

Ms. Stephanie Head made a motion to approve all applications, renewals, audits and Provider Applications which were reviewed prior to the meeting and to ratify all licenses issued and renewed from 1/25/2012 through 2/14/2012. Jane Prouty seconded the motion. The motion passed.

Associates:

The following applications for Marriage and Family Therapist Associate were approved: *Derek R. Bowers, Melanie Randolph, Tasha Smith*

The following applications for Marriage and Family Therapist Associate were approved with provisions: *Michelle A. Finley*

The following applications for Marriage and Family Therapist Associate were denied: *None*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were approved: *Mary Monica Claire Baker, Allison Hock, Kelly Sherlock*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were deferred: *Lyle A. Edwards*

The following Renewals for Marriage and Family Therapist Associates were approved: *Pamela Hendricks, Kara Fresh McDonald, John Nerswick, Margaret A. Odem, Kimberle Scruggs, Ja'Mekia Stoner, Julianne Sutter, Michelle Weaver*

The following Renewals for Marriage and Family Therapist Associates were approved with provisions: *None*

The following Renewals for Marriage and Family Therapist Associates were denied: *None*

The following Renewals for Marriage and Family Therapist Associates were deferred: *Charese Taylor*

LMFT:

The following applications for licensed Marriage and Family Therapist were approved: *Kimberly Dale Bailey, Paul Michael Barth*

The following application for licensed Marriage and Family Therapist was approved with provisions: *None*

The following applications for licensed Marriage and Family Therapist were deferred: *None*

The following applications for licensed Marriage and Family Therapist were denied: *Karen Eleanor Sheets-Mobley*

The following applications for licensed Marriage and Family Therapist were reinstated: *Cindy Guertin*

The following Renewal Audits for Marriage and Family Therapist were approved: *None*

The following Renewal Audits for Marriage and Family Therapist were deferred: *Judith M. Nawk*

Applications for CEU Approval for 2/16/2012

Cardinal Hill Rehab Hospital

- Addressing the Unique Needs in Pediatric Brain Injury – 8.1 Hours

CMI Education Institute, Inc.

- Cognitive Behavioral Therapy and Mindfulness: Integrative Cognitive-Behavioral and Mindfulness Interventions for Clinical Practice – 6.25 Hours
- Disruptive, Resistant and Non-Compliant Kids – 6.25 Hours
- Real World DBT: Adapting DBT to Fit Your Practice – 6.25 Hours
- Treating Trauma & Attachment Issues in Children & Families – 6.0 Hours
- Very Best Treatment for ADHD and the Processing Disorders (12051) – 6.25 Hours

Four Rivers Behavioral Health

- Domestic Violence – 3.0 Hours

HEALTH Education Network, LLC d/b/a/ HEALTH ED

- Aging and Cognition – 6.0 Hours

KY Council on Problem Gambling, Inc. (KYCPG)

- 15th Annual KYCPG Educational and Awareness Conference – 10.25 Hours

LifeSkills, Inc.

- Play-Based Treatment for Young Survivors and Their Parents – 6.0 Hours

River Valley Behavioral Health

- Spiritual Caregiving for Persons With Co-Occurring Disorders – 6.0 Hours

Seven Counties Services, Inc. Ages and Stages Questionnaire Training – 2.0 Hours

- GAIN Training – 6.0 Hours
- Illness Management and Recovery Training – 13.0 Hours
- Using Metaphors and Play Within TF-CBT – 3.5 Hours

University of Kentucky Human Development

- The Impact of Supported Higher Education on Improving the Lives of those with Intellectual Disabilities
- – 2.0 Hours

Applications for CEU's Deferred for 2/16/2012

Spalding University School of Social Work

- Domestic Violence – 3.0 Hours
- HIV/AIDS Medical and Social Issues – 3.0 Hours
- Pediatric Abusive Head Trauma – 3.0 Hours

Applications for CEU's Denied for 2/16/2012

Spalding University School of Social Work

- Professional Ethics for Social Workers – 3.0 Hours

The next meeting of the Marriage and Family Therapy Board is scheduled for March 22, 2012 and will be held at 911 Leawood Drive, Frankfort, Kentucky 40601. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 9:30 a.m.

Tony Watkins moved that Travel and Per Diem be paid to those who attended the regular Board Meeting on February 16, 2012. Carolyn Miller-Cooper seconded the motion. The motion passed.

Stephanie Head made a motion for the Marriage and Family Therapy Board meeting to adjourn. Tony Watkins seconded the motion. The motion passed and the meeting was adjourned by Chair Sandra Miller at 12:26 a.m.

Respectively Submitted:

Marcia Egbert
Board Administrator

